

THE ALBERTA MUNICIPAL Counsellor



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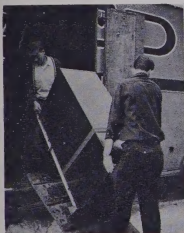
January, 1968

THE VERY BEST TO YOU AND YOURS!



THE HON. E. H. GERHART CUT A RIBBON TUESDAY NOVEMBER 15 to officially open the Association of Municipal Districts and Counties new administration building built as a centennial project at a cost of \$220,000 in Edmonton.

Pictured are some of the more than 300 delegates and their wives who braved the cold, blustery, winter wind to participate in the event. (L to R) President Cliff Doan, Mrs. M.R. Parker, Director George Whitehead, Solicitor Alan Brownlee, the Hon. E.H. Gerhart (with scissors for the ribbon). Vice-President Ralph Brown, Secretary-Treasurer Mrs. M. Smith, Director Art Wigmore, Mrs. E.H. Gerhart, Director Roger Parker, retiring Director Fred White, Mrs. A. Hill, Architect Peter Hemingway and his assistant Kenneth Morris.



Association staff and equipment moved to these new offices at 8230 - 105 Street, Edmonton on Thursday, December 28, 1967. Their new telephone

numbers are 433-4461, 433-4462 and 433-4463.

SPECIAL AREAS MEETING HELD AT HANNA IN DECEMBER

The 1967 Fall Advisory Committee Meeting of the Special Areas was held December 6, 7 and 8th in the lounge room of the Memorial Hall in Hanna. Those in attendance for the Department of Municipal Affairs were the Hon. E.H. Gerhart, A.W. Morrison, Deputy Minister, J.B. Laidlaw, Assessment Commissioner, D.R. Watson, Secretary-Accountant, and D.J. Sullivan, Special Areas Lease Supervisor. Others in attendance were J.H. Hillman, M.L.A. - Sedgewick Corporation and C.K. French, M.L.A. - Handhills Acadia. The average attendance for the three day event was 50.

The discussions covered a wide range of subjects pertaining to Special Areas Administration, road construction and maintenance, community pastures, grazing and cultivation leases, reports from Schools and Hospitals, financial reports, installation of a mobile radio telephone system in Special Areas equipment.

All thirteen Advisory Committee men, the Special Areas Board

GREETINGS FOR THE NEW YEAR

It is our pleasure to wish readers of this publication and municipal people everywhere a Happy New Year . . . with good health, prosperity and peace of mind for all in the days ahead.

Deputy Minister

Deputy Minister

Minister

Minister

members, employees of the Board who were present and the visitors were tendered an excellent Banquet by the Town of Hanna. A social sponsored by the Hanna Chamber of Commerce followed the banquet.

FIELD STAFF CHANGES IN DMA

Two inspectors changed locations and two agricultural fieldmen moved up to Inspector with the Field Service Branch effective November 19. A number of changes also occurred in the Special Areas. Calgary - Drumheller - Rocky Mountain House - Valleyview

A.R. (Archie) Grover has moved from Rocky Mountain House to the Calgary and Drumheller Inspectorates replacing the late J.E. Miller. Gordon C. Pangman transferred from Valleyview to Rocky Mountain House and Rudolph P. Goettel left his post as agricultural fieldman at High Prairie to move into Valleyview as Inspector.

New Inspectorate in North Peace

I.D.'s 144 to 149 inclusive form a new inspectorate in the North Peace with W. Stewart McAlpine, formerly agricultural fieldman at Manning, as Inspector. Mr. McAlpine will be establishing his office in High Level.

Three Move in the Special Areas

Clarence Harrison moved in November from fieldman at Consort to fieldman at Hanna. Abner Grover, formerly chief clerk at Oyen, is the new fieldman at Consort. New chief clerks named are Don Schooler at Oyen and Terry Logelin at Youngstown.

22 RESOLUTIONS PASSED

. . . at annual rural convention

The 59th annual convention of the Alberta Association of Municipal Districts and Counties was held at the Chateau Lacombe in Edmonton November 14-17. It was their largest-ever convention. 684 people registered. 303 of a possible 326 delegates participated. 264 delegates had attended a year earlier.

Many municipalities sent staff members such as road men and fieldmen to observe the proceedings. 176 of such staff attended.

Klondike or other early Canadian costumes were worn by many delegates in vogue with the Centennial theme of the conference. Most of the 205 ladies were thus magnificently attired and resplendent when participating in quite a number of activities, such as fashion shows, story telling, etc.

President's Message

Opening addresses of welcome on Tuesday were from Mayor V. Dantzer on behalf of the City of Edmonton and the Hon. A.J. Hooke on behalf of the Government of Alberta.

President C.L. Doan of Innisfail touched on a wide (to p. 2)

THE

SECOND

PAGE

... continuing

FROM THE EDITOR'S DIARY

There have been times in every year when one issue of the COUNSELLOR extends over two months. Last fall, for the first time, several factors combined to extend this lapse in time from a two to a three-month interval. One result was that a number of our faithful readers wrote to ask whether we had ceased publication! Our reply - "definitely not!" - for with this first issue of the New Year, the COUNSELLOR resumes monthly publication.

It may also be of interest to report that the COUNSELLOR'S mailing list was re-organized in the interval and re-validated on the basis of coupon replies for the first time in its eleven-year history. As expected, many hundreds of names were dropped because of failure to return coupons. However, an even greater number of coupons were completed and returned for new names to be added. Thus the COUNSELLOR'S distribution will again be showing an increase! The exact number will be learned from the tally after this issue is mailed.

In addition, recent changes in postal regulations for second class mail have caused us to rebuild the mailing list and bundle the COUNSELLORS in an entirely new way. Names on our mailing list were previously kept alphabetically by subject, i.e. - sections for mayors, reeves, secretary-treasurers, libraries, etc. Under this system, COUNSELLORS were grouped and tied in bundles of 100 for mailing regardless of destination and our lists could easily be used for other more specialized mailings to restricted groups of addressees.

Second class mail must now be bundled according to post office of destination when six or more copies are addressed to the same post office and this includes multiple postal zones in the larger cities of Calgary and Edmonton. In order to meet this requirement, our lists have been established and will be maintained in two groups by postal addresses. One group represents all those post offices or city zones having six or more addressees; the other group represents the postal addresses having less than six names.

With each group of six or more COUNSELLORS going to the same address in one bundle and only the residue travelling individually through the mails, it is expected each copy will arrive at its destination in better condition due to reduced postal handling. (L.L.H.)

THE CHANGING SCENE

o COUNTIES

Newell Secretary-Treasurer D.W. James

o TOWNS

Athabasca Mayor E.J. Polanski
Bonnyville Mayor W.H. Brosseau
Cardston Mayor W. Pitcher
Devon Mayor A. Madsen
Didsbury Mayor R.L. Shantz
Drayton Valley Mayor R.M. Findlay
Eckville Mayor A.H. Anderson
Fort MacLeod Mayor K.E. Hurlbert
Grimshaw Mayor J. Lloyd
Irvine Mayor R.J. Neubauer
Lac La Biche Mayor M. Macagno
Morinville Mayor A. Stapleton
Mundare Mayor P. Palischuk
Nanton Mayor G.K. Wolstenholme
Ponoka Mayor G.I. Loucks
Redwater Mayor G. Hunchak
Sundre Mayor C.J. Vanderzwan
Viking Mayor S.A. Hafso
Vulcan Secretary-Treasurer H.K. Wallace
Wainwright Mayor J.H. Lee
Westlock Mayor H.J. Doherty

o VILLAGES

Alliance Mayor J.W. Bateman
Barons Mayor G. Gibb
Bowf Mayor G. Peacock
Bentley Mayor S.R. Witherell
Berwyn Mayor Mrs. F. Shaw
Big Valley Secretary-Treasurer Mrs. H. Kerbes
Boyle Mayor P. Hupka
Breton Mayor C. Carson
Carmangay Mayor H.P. Plourd
Caroline Mayor E.J. Murray

Chauvin Mayor A. Reuss
Chipman Mayor H. Sharun
Cremona Mayor K.A. Rose
Crossfield Mayor C.K. Crockett
Donalda Mayor J.T. Forcier
Donnelly Secretary-Treasurer Mrs. P. Doyle
Entwistle Mayor G. Campbell
Evansburg Mayor L. Corkery
Foremost Mayor Wm. Buis, Jr.
Fort Assiniboine Mayor J.D. Utas
Girouxville Mayor A. Deslauriers
Glendon Mayor A. Krawchuk
Hay Lakes Mayor C. Moser
Heisler Mayor D. Kroetsch
Hythe Mayor C.S. Hommy
Kinuso Secretary-Treasurer Miss J. Roe
Kitscoty Secretary-Treasurer Mrs. M.I. Sheppard
Mannville Mayor W.T. Ross
Millet Mayor R.A. Wagner
Milo Mayor L.J. Smith
Nobleford Mayor Mrs. J. Noble
Onoway Mayor W. Roberts
Spruce Grove Mayor F.N. Peel
Standard Mayor A.L. Christensen
Stirling Mayor C.M. Hirsche
Strome Mayor G. Loesch
Tilley Mayor J. Jackson
Torrington Mayor P. Sol
Veteran Mayor J.L. Sims
Vilna Mayor W.N. Greckol
Woodward Mayor A. Walker
Willingdon Mayor J.M. Zukowsky
Willingtown Mayor W.E. Waid

o SUMMER VILLAGES

Bonnyville Beach Secretary-Treasurer G.A. Proulx
Crystal Springs Mayor R. Brown

CENTENNIAL TOKENS OR MEDALLIONS

Many municipalities issued special tokens or medallions commemorative of our Centennial in 1967. The Hon. E.H. Gerhart has suggested that a sample collection would make an excellent display of historical value at the Municipal Affairs Building in Edmonton.

Readers are asked to contribute one sample medallion or token from each issuing municipality. To avoid unnecessary surfeit or duplication, it is suggested all contributions be forwarded to the COUNSELLOR through the good offices of the appropriate municipal SECRETARY-TREASURER. Your Editor will then collate and arrange the display.

All contributions will be acknowledged.

TWENTY-TWO RESOLUTIONS

(from page 1)

range of subjects in his opening address; he discussed centennial projects, reported favourably on the new organization with four districts and the co-operative trading division. With considerable regret, he also announced the intended retirement of Secretary-Treasurer Mrs. M. Smith at the end of February, 1968, after 17 years with the Association.

Everett Murphy, of Estevan, was fraternal delegate from Saskatchewan.

President and Vice-President Returned

C.L. Doan of Innisfail and R. Brown of Acme were returned as President and Vice-President respectively. Directors G. Whitehead (South), A. Wigmore (Central) and R. Parker (Edmonton) continued to serve, with B. Liland of Sexsmith elected to replace retiring Director Fred White of Spirit River. (B. Liland has since resigned and the Peace River District is planning to elect a replacement in January, 1968).

Appeal Tribunal Dropped from Bill 50

Minister of Municipal Affairs, the Hon. Edgar H. Gerhart spoke Wednesday morning on progress in the re-drafting of Bill 50, a new

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Department of Municipal Affairs
Edmonton, Alberta

municipal act.

Mr. Gerhart expressed appreciation to executive members of the rural association for their co-operation in attending meetings and assisting with advice and criticism while he has been working on his re-draft of the proposed Bill.

- "Part 10 dealing with the Municipal Appeal Tribunal has been left out", Mr. Gerhart said, but he cautioned that an appeal procedure may be brought in later as a separate Act.

- Three-year terms for elected municipal officials are proposed. Historical record shows good councillors are returned time after time and so continuity in administrations should easily be maintained.

- Powers of all municipalities are being brought up to a maximum, i.e. - city powers.

- Election provisions are being removed to a new Municipal Elections Act which will also contain the provisions now found in the Controverted Elections Act.

- New powers will be spelled out in more detail than given in the original Bill 50.

- Annual meetings will continue obligatory
- No change in existing rural and urban election dates.
- Nomination day four weeks prior to election
- Registration or enumeration of electors according to local option (with registration - one week of grace allowed for registration after nomination day - hence the need for nomination day to be called four weeks prior to an election)

- An elector may be a Canadian citizen or British Subject (in line with provincial and federal election qualifications)

- Voting age 19
- No property ownership required for qualification as an elector or candidate.

- Now recommending 12 months residence qualification (Bill 50 previously called for 24 months residence qualification)

- No private or closed meetings of council. Private committee meetings would be acceptable provided no enactments were made at the meeting. Any decision with a legislative aspect must be made in open council.

- Provincial Early Closing Act would be repealed and all its provisions included in the new Municipal Act.

Farm Purchase Credit Act

In the afternoon, Hon. H.A. Strom, Minister of Agriculture and Chairman of the Human Resources Authority, discussed budgeting, crop insurance and the Farm Purchase Credit Act. "We are losing farmers at the rate of one per cent per year, while persons in other occupations are increasing in number", said Mr. Strom. In 1967 farm cash receipts were up compared to 1966 and twice as many farmers had taken advantage of crop insurance.

He said the Farm Purchase Credit Act, passed in 1957, was for the purpose of permitting father-son transactions and to provide assistance to farmers who could not get it from other sources of credit including the federal Farm Credit Corporation.

"We never intended it should be in direct competition with the federal FCC, but this is where we find ourselves now", he said.

Following amendments in 1967, additional funds were needed and the revolving fund was increased by \$5,000,000. This was soon in use.

Farmers who would otherwise have borrowed from the FCC are now helping for help under the provincial act which allows land being purchased to be used as collateral.

The FCC requires all assets to be listed as collateral.

Mr. Strom also spoke of a regionalization program his department is introducing which divides the province into seven regions, each with regional headquarters.

Crop Insurance to be Expanded

A major expansion in the crop insurance program in Alberta is planned for next year.

J.M. McKay, Chairman of the board of directors of the Alberta Crop Insurance Corporation, told delegates on Thursday that plans now are for nearly doubling the area in which insurance is offered to farmers. Over 2,250,000 acres were covered in 1967.

Next season, insurance will be available to 75 per cent of the commercial grain farmers in the province.

Mr. McKay said by 1969, nearly all the province should be covered.

New areas to be included under the program are the counties of Warner, Lethbridge, Red Deer, Stettler, Pointhear, Lac St. Anne, Barrhead, St. Paul and the municipal districts of Cardston, Willow

Creek, Bonnyville and the Improvement Districts 134 and 139 in the Peace River area.

A total of 9,892 farmers, or about 54 per cent of the growers in areas of the province covered by the insurance program, were insured last season. Farmers paid premiums totalling about \$1,935,000 and the federal government's contribution was approximately \$645,000.

He said although it is too early to predict accurate totals, he estimated about 1,500 farmers would receive payment for crop losses this year.

Heaviest losses, he said, were in the Peace River area, mostly because of drought.

Group Life Benefits Dropped

Mr. Ralph Brown explained how the Association first thought in December, 1966 of arranging group-life insurance for employees. Planning had now progressed with a view to starting a scheme July 1, 1968, if members confirmed a need for the plan. Members, however, voted down the idea because it appeared many employees were adequately covered in counties in this respect with plans arranged through the Department of Education.

Banquet Thursday

Nearly 900 people enjoyed a festive banquet in the Chateau Lacombe Thursday evening. Pretty, Klondike costumed Donna Parker entertained the guests with songs and Lieutenant-Governor Dr. J.W. Grant MacEwan told rollicking tales from the life and (to page 7)

SECRETARY'S CALENDAR



JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Municipal District Act

5th - Secretary-treasurer shall prepare a statement of monies received and their disposition, submit to council at next meeting and enter a copy in the minutes. Sec. 61(1)(v).

Jan. 1 - Secretary-treasurer's security shall be renewed at the beginning of each year. Sec. 60(2).

Jan. 3 - First meeting of council to be held on this day. Sec. 39.

Jan. 10 - Secretary-treasurer shall complete the books and accounts of the previous year and make ready for audit. Sec. 61(x).

Feb. 1 - Auditors shall complete the audit on or before Feb. 1st. Sec. 68.

Town and Village Act

15th - Secretary-treasurer shall prepare a statement of monies received and their disposition, submit to council at next meeting and enter a copy in the minutes. Sec. 67(1)(f).

Jan. 1 - Secretary-treasurer's security shall be renewed at the beginning of each year. Sec. 66.

Jan. 10 - Secretary-treasurer shall complete books and accounts of the previous year and make ready for audit. Sec. 67(1)(f).

Feb. 1 - Auditor to complete the audit on or before Feb. 1st. Sec. 76.

Municipal Taxation Act

Jan. 1 - Taxes are deemed due on this date of the year in which they are imposed. Sec. 84.

Jan. 1 - Penalties not exceeding 8% shall be added to tax arrears if authorized by by-law. Sec. 107.

Jan. 1 - Secretary-treasurer shall prepare an assessment roll not later than Jan. 1st in the year following the year in which the assessment has been made. Sec. 30.

Jan. 1 - Secretary-treasurer shall mail assessment slips not later than Jan. 1st. Sec. 32.

Jan. 1 - In the case of an annual assessment, notice of preparation of assessment roll shall be posted and published not later than Jan. 1st. Sec. 34.

Jan. 1 - After this date, appoint members to sit as a Court of Revision. Sec. 36.

Note: Assessment appeals to be received, in the case of an annual assessment within 30 days after mailing of assessment slips or, in the case of an adopted assessment, 30 days from the date of publishing notice of preparation of roll. Sec. 38.

Assessment of property which should have been assessed not later than October 31 and was missed, to be assessed forthwith. Sec. 56.

Council shall, as soon as practicable in each year, prepare estimate of revenues and expenditures. Sec. 85. o E.J.B.

The COUNSELLOR is presenting a series of articles by specialists in their fields to describe the role, the organization, the functions and the work of the Department of Municipal Affairs. First contributor is the Hon. E. H. Gerhart, Minister of Municipal Affairs. Succeeding articles will be contributed by Heads of Branches within the Department and Chairmen of Boards related to or associated with the Department.

THE HON. E. H. GERHART SAYS

IT'S A SERVICE DEPARTMENT

The Department of Municipal Affairs is a service department whose overall function is to assist local governments in every possible way. In the nature of things, innumerable demands are made upon all levels of government and many of these demands originate with or are passed on by our municipalities. All are given the fullest consideration, of course, but it is not always possible to accede to them . . . and as a result the criticism which follows is frequently directed towards the Department more closely concerned with our municipalities; that is, the Department of Municipal Affairs.

The British North America Act (Section 92) gave to the Legislatures of the provinces exclusive jurisdiction over municipal institutions within the province. Municipal governments do not, therefore, enjoy a constitutionally defined and protected position in our institutional framework of government. They are "creatures" of their creator, the provincial government. The latter may delegate to them only such revenue raising powers as it itself possesses.

Prior to the creation of the Province of Alberta some municipal institutions had been established by the North-West Territories Council under the authority of the North-West Territories Act of 1875. By 1905 only cities (2), towns (15) and villages (30) had been incorporated. These included Calgary (1884), Lethbridge (1891), Edmonton and Macleod (1892) and Medicine Hat (1899).

Before 1905 there were no rural municipal organizations as we know them today. In retrospect the reasons seem evident. The minimum area required for a rural municipality was four townships. Population was sparse, roads and transportation facilities poor and the settlers primarily concerned with developing their farms. School districts were established as well as a number of Statute Labour and Fire Districts. Renamed Local Improvement Districts in 1897, these latter built roads and fire-guards, under the supervision of an elected overseer, using contributions of labour and teams from settlers - hence their name. By 1905 there were some 70 of the local districts. The impetus for the establishment of these local districts appears to have come from the Territorial Council rather than from the demands of local residents.

From 1905, when Alberta became a Province, to 1912 the administration of the affairs of our municipalities was carried on by the Department of Public Works. On December 20, 1911, assent was given to legislation authorizing a separate department and early in 1912 the Department of Municipal Affairs was organized. Following Manitoba and Saskatchewan, it was the third such department in Canada. Hon. Charles Stewart became the first minister, followed shortly by the Hon. Wilfred Gariepy. Mr. Jno. Perrie was the first deputy minister.

According to the original Act, "the Minister of Municipal Affairs shall have the power to make and enforce regulations governing the method of bookkeeping, accounting, recording and auditing to be used in the municipalities of the Province", to approve "sets of books and forms which he may deem necessary for the proper carrying out of the said regulations" and to encourage "a thorough and systematic conduct of the affairs of municipalities by the treasurers and other officers thereof". This wording has been retained in the Act to the present time.

Through the years specific functions within the general framework of the Act have expanded with the Province. Today, the Department is composed of many branches and employs some 407 men and women . . . about two-thirds of whom work in Edmonton, while the rest carry out their duties in various centres throughout Alberta.

FORMS OF LOCAL GOVERNMENT

Before we examine the work of the Department of Municipal Affairs we should be familiar with the general organization of local government in Alberta. The following outline indicates the composition and organization of the various urban and rural administrative units today.

URBAN UNITS

Under urban municipalities we have 167 villages (including 29 summer villages), 100 towns (including seven New Towns) and 10 cities including Lloydminster straddling the Alberta-Saskatchewan border).

Villages: Before requesting incorporation as a village, a hamlet or settlement must have not less than fifty occupied dwellings.

- The affairs of a village are administered by three councillors, one elected each year for three years.
- Mayor must be one of the Councillors, chosen each year by themselves.
- Municipal and School Administrations are elected separately and function separately.
- All other officials are appointed by the Council.

Summer Villages: Before requesting incorporation as a summer village, a resort area must have at least 50 separate buildings each of which has been occupied as a dwelling house.

- The affairs of a summer village are administered by 3 councillors, all elected annually.
- The Mayor is chosen by the councillors from among their number.
- The Secretary-treasurer and all other officials are appointed by the Council.

Towns: To apply for incorporation as a town a village must have a population of 700.

- A town council consists of the mayor and six councillors.
- The mayor is elected for two years.
- Municipal and School Administrations are elected separately and function separately.
- Two councillors are elected each year for three years.
- All other officials are appointed by council.

New Towns: A new town has special borrowing powers peculiar to the extraordinary needs of a municipality required to develop or expand quickly because it is in a new or resurgent resource area or for any other reason.

- Any area of the Province may be declared a new town by the Lieutenant-Governor-in-Council.
- A Board of Administrators not exceeding seven in number is appointed by the Lieutenant Governor in Council, one of whom is appointed Chairman.
- The Board of Administrators may consist of employees of the province, local representatives and representatives of industry.
- Municipal and School Administrations are elected separately and function separately.
- The Board of Administrators appoints a Secretary-treasurer and other officials.

***Cities:** Ineffect since January 1, 1952, The City Act governs the activities of all cities in the Province. Previously, each city was governed by an individual charter granted by a private Act of the Legislative Assembly.

- To qualify for city status, a town must have a population in excess of 6,000.
- Must have not less than six nor more than twenty aldermen, of an even number (usually 8 to 12 in practice) half of whom are elected each year for a term of two years. (If, however, the electors vote in favour of doing so, the mayor and the entire council shall be elected at the same time for a term of two years.)
- Electors may also decide to have their aldermen elected to represent not less than 3 nor more than 10 wards (areas of the city).
- All other officials are appointed by the council.
- The municipal (city council) and the school administration (board of trustees) are elected separately and function separately. The City acts as the assessing and collecting agency for the School District's supplementary tax revenues.

*Not including the City of Lloydminster (located on both sides of the Alberta-Saskatchewan boundary) which has its own charter, ratified by both Provincial Governments. The City is administered by its

elected council under Saskatchewan laws.

Urban County: A city or a town and its related school district(s) may merge their administrations into one "urban" county under the provisions of The Municipal and School Administration Act. The town of Devon is an example of such an urban county.

RURAL-RURAL (Metropolex or Metropolitan) UNITS

Counties: An Improvement District and its related towns, villages and School Division(s) may merge their administrations into one "Metropolitan" County under the provisions of the County Act as amended in 1967. No such county has yet been formed in the province.

RURAL UNITS

There are 51 Improvement Districts, 2 Special Areas, 19 Municipal Districts and 29 Counties in rural Alberta.

Improvement Districts: These comprise the outlying lands in the Province which are not sufficiently developed to warrant a local council and except for the five National Parks, are under the direct administration of the Department of Municipal Affairs, assisted by other Government Departments. Advisory Committees, elected by local ratepayers, function in many improvement districts assisting the Department in an advisory capacity with local administrative problems.

Special Areas: Some 5,000,000 acres in the Hanna, Consort and Oyen districts are designated as the Special Areas and are administered by a three-member Board appointed by the Department of Municipal Affairs and responsible to it. Headquarters of the Board are in Hanna. The members of the Board live in the area concerned in order to keep in close touch with the ratepayers. An elected Advisory Committee meets with the Board and officials of the Department of Municipal Affairs to discuss administrative problems.

Municipal Districts: (1) In size they average about forty townships, the general rule being that if they have less than forty townships, they will have five councillors; if they have more than forty townships, they will have seven councillors.

- Municipal and School Administrators (municipal councillors and school trustees) are elected separately and function separately. The M. D. acts as the assessing and collecting agency for the School Division's supplementary tax revenues.

- Councillors are elected in such a way that each serves for three years, but there is always a majority of the council on the continuing body. The Reeve is chosen by themselves from among the councillors and holds office for one year. All other officials are appointed by the Council.

Counties: (1) These single-government, multi-purpose units are formed with the amalgamation of municipal districts and school divisions by the Lieutenant-Governor-in-Council upon request of the local authorities concerned. The boundaries of the school division and municipality are generally co-terminous, and an elected county council appoints committees to administer school and municipal matters.

(1) These cover the more thickly populated RURAL areas of the province.

HOW THE DEPARTMENT HELPS

As a "service" Department, the Department of Municipal Affairs deals with legislation covering the administration of all types of municipalities; it gives assistance to municipal officers in conducting local affairs; it is vitally concerned with the good business management and efficient administration of all municipal divisions and it generally serves as an instrument for liaison between the provincial and municipal levels of government. In some instances, such as housing, urban renewal, winter works and native Indians on reserves within municipalities; this liaison has extended through three levels of government - federal - provincial - municipal. To this end the Department has been divided into various branches and has established a number of related boards and agencies with each responsible for a specific part of the job.

ASSESSMENT

- Assessment Commissioner

Services: Establishes standards, methods, rules and regulations governing the assessment of property throughout the Province. Maintains research personnel and an inspection staff to ensure assessment uniformity.

- Chief Provincial Assessor

Services: Upon request undertakes the assessment of any municipality other than a city, or assists a city assessor in a general re-

assessment, absorbing 25% of the cost. Prepares and forwards to all municipalities assessments of all pipe lines and works and transmission lines assessable under the Electric Power and Pipe Line Assessment Act as well as valuing Alberta Government Telephone property pursuant to the Municipal and Provincial Valuation Act. Upon request of the Federal Government prepares inspections and appraisals of federally-owned properties. Prepares assessments upon request for municipal and territorial governments in the North-west Territories and the Yukon. Prepares assessments and appraisals of provincially-owned properties at the request of various departments of the provincial government.

MUNICIPAL INSPECTION

Services: Maintains a staff of municipal inspectors to examine annually the books and records of all towns, villages, counties and municipal districts in the province, paying special attention to general administration-by-laws, tax levies, methods of financing, and the procedures of the local authority as exercised under the various Acts. Also completes and produces the Department's Annual report, assembles statistical data with regard to municipalities as the occasion arises, and processes applications under the Winter Works Incentive Program. The inspectors also act as administrators of newly incorporated villages, municipal districts or counties until the councils are elected. They may also be appointed to act as members on the Board of Administrators of New Towns.

FIELD SERVICE

Services: Carries out general municipal administration in all Improvement Districts. This includes the exercise of development control, the making of recommendations with respect to subdivision of land; the collecting of taxes; Agricultural Relief Advances; the making of inspections and the valuation of property for the Tax Recovery Branch. Does inspections and appraisals on all types of property anywhere in the province for the Public Trustee and the Succession Duties Branch.

The Director is chairman of all Farm Purchase Committees in the I. D.'s (24 in 1967) and all such land is appraised by the Inspectors in their respective I. D.'s. The field staff also serve on Agricultural Service Boards, Health Unit Boards, Municipal and Regional Planning Commissions and act as liaison between head office and the local Advisory Committees in the I. D.'s.

TAX RECOVERY

Services: Directs the enforcement of The Tax Recovery Act (under which sale of land for unpaid taxes is authorized) in all municipalities, urban and rural, throughout the Province. Also directs the collection of taxes, seed grain accounts, cropshares, etc., issues leases and right of entry permits in Alberta's Improvement Districts and the Special Areas.

SPECIAL AREAS BOARD

Services: Carries out general municipal administration within the lands designated as the Special Areas and in addition, plans and performs duties of a technical nature to promote and control the use of public lands within these areas.

SECRETARY-ACCOUNTANT

Services: Prepares budgets, establishes budgetary controls, sets up assessment and tax rolls, levies taxes, prepares and issues tax notices for each parcel of land in Alberta's Improvement Districts and Special Areas. Collects taxes, agricultural advances and other government accounts.

Requisitions all municipalities in connection with the hospital benefits tax and effects collection of same.

The Homeowners Tax Discount for all municipalities is processed for payment and cheques and statements for such payments are forwarded to the various municipalities.

The Equipment Licensing Office is attached to the Accounts Branch. The Mobile Equipment Licensing Act is administered here on behalf of the municipalities. Specified equipment is assessed and 95 per cent of the money collected is distributed on a pro rata basis to the municipalities in which the equipment is operated.

PLANNING OFFICE

Services: Provides professional and technical planning assistance to any municipality not a member of a Regional Planning Commission on a large variety of planning matters ranging from the preparation of a general plan, development schemes, zoning or development control by-laws. Carries out field and other surveys. Administers Subdivision and Transfer Regulations and approves all subdivision plans and land transfers throughout the Province. Acts as executive arm of the Provincial Planning Board and checks development in both urban and rural areas to ensure compliance with the Planning Act and Regulations. (continued on page 7)

MUNICIPAL AFFAIRS ORGANIZATION

FUNCTIONAL



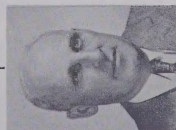
HON. E. J. GERHART
MINISTER



A. W. MORRISON
CHAIRMAN
Alberta Housing and
Urban Renewal Corp.



K. A. LUKE
CHAIRMAN
Assessment Appeal Board



J. B. LAIDLAW
CHAIRMAN
Assessment Equalization
Board



A. W. MORRISON
DEPUTY MINISTER



A. W. MORRISON
CHAIRMAN
Provincial Planning Board



E. E. BREACH
CHAIRMAN
Communal Property Control
Board



W. NOBBS
CHAIRMAN
Public Utilities Board



C. G. MACGREGOR
CHAIRMAN
Local Authorities Board



A. R. ISBISTER
DIRECTOR
Field Service



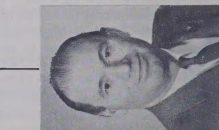
R. F. FRASER
Personnel



J. B. LAIDLAW
Assessment Commissioner



D. R. WATSON
Secretary Accountant



L. L. HURST
Liaison



N. DANT
DIRECTOR
Provincial Planning Board



B. RAMSAY
Chief Municipal Inspector



D. E. MILLS
Chief Provincial Assessor



C. W. EDWARDS
CHAIRMAN
Special Areas Board



K. C. SWITZER
DIRECTOR
Tax Recovery

IT'S A SERVICE DEPARTMENT (from page 5)

LIAISON OFFICE

Services: Publishes The Alberta Municipal Counsellor each month and carries out assignments to strengthen good relations between our local governments and the Department of Municipal Affairs.

PERSONNEL OFFICE

Services: Advises and assists the Deputy Minister and employees of the Department in all matters pertaining to employee relations, including the recruitment, utilization and management of staff.

Interprets and administers provisions of the Civil Service Association collective agreement and represents the Department in employee association of interdepartmental discussions related thereto.

BOARDS AND AGENCIES

As suggested above, in addition to the Branches or Offices within the Department, the following Boards and Agencies are associated with or related to the Department and report to the Government of the Province of Alberta through the Minister of Municipal Affairs. The Department performs all accounting and personnel administration functions for these Boards and Agencies and, in this respect, they are attached to the Department and fall within the jurisdiction of the Deputy Minister.

Alberta Housing and Urban Renewal Corporation
Local Authorities Board
Public Utilities Board
Provincial Planning Board
Assessment Appeal Board
Assessment Equalization Board
Communal Property Control Board

ALBERTA HOUSING AND URBAN RENEWAL CORPORATION

Services: The administration of all programmes established under authority of the Alberta Housing Act. These include:

- Provision of Housing for:
 - (a) People of low income: Either independently or in partnership with municipal and federal governments, the Corporation participates in the provision of public or co-operative housing projects for people of low income.
 - (b) Provincial Government Employees
 - (c) Students at provincial educational institutions (other than universities)

• Participation in land assembly projects and/or urban renewal studies, schemes and projects, in partnership with municipal and federal governments.

LOCAL AUTHORITIES BOARD

Services: Major functions of the Local Authorities Board is the consideration of:

- Applications from all local authorities (municipal or school) for permission to borrow by way of debenture.
- Separations of land from urban municipalities and annexations of land thereto.
- Financial programs of those local authorities which are placed under Board control.
- Cancellations of plans of subdivisions or parts thereof, and vesting of lands therein.
- Applications for tax exemption pursuant to provisions of The Municipal Tax Exemption Act.
- Applications by towns and villages for approval to purchase or otherwise acquire lands for building sites.
- Applications by municipal authorities for reviews of budgets of school authorities.
- Recommendations to Lieutenant Governor-in-Council in respect to re-financing programs of controlled local authorities.

THE PUBLIC UTILITIES BOARD

Services:

- Controls and regulates all public utilities (other than municipally owned public utilities) in the province.
- Fixes the amount of compensation and damages under all expropriation proceedings emanating from provincial autonomous bodies and corporations having power of expropriation, excepting expropriations by the Crown, these latter being dealt with either by arbitration if the parties so agree, or failing which by the Supreme Court.
- Regulates and controls the supply of fluid milk products in certain defined areas within the province.

PROVINCIAL PLANNING BOARD

Services: Administers the Planning Act in the fields of regional planning, general plans, zoning, development control and subdivision. Supports the operations of existing Regional Planning Commissions and fosters the creation of others with the Province absorbing 60% of their operating costs.

Through the Provincial Planning Board, major planning policies for the Province are established. The Board also acts as final arbiter upon appeals from any decision respecting subdivision or development control. Employs the Departmental Planning Office as an executive arm to carry out a variety of duties (for which see earlier para on Planning Office).

ASSESSMENT APPEAL BOARD

Services: Hears appeals from ratepayers who are aggrieved with the ruling of the local court of revision in respect of real property assessments, business assessments and local improvement assessments. The Board hears appeals from assessments made under authority of The Electric Power and Pipe Line Assessment Act, The Mineral Taxation Act and from Orders of The Assessment Equalization Board fixing equalized assessments.

ASSESSMENT EQUALIZATION BOARD

Services: Determines the total assessment on an equalized basis for each municipality as compared with all others throughout the Province.

COMMUNAL PROPERTY CONTROL BOARD

Services: Investigates and makes recommendations to the Provincial Government with respect to applications for enlargement of existing Hutterite colonies, or the establishment of new ones.

IT'S A SERVICE DEPARTMENT

Thus we see that this structured organization within the Department of Municipal Affairs is at work daily as a "service organization" assisting the many dedicated people involved in local government duties in Alberta's 325 incorporated, self-governing municipalities, 51 unincorporated Improvement Districts and two Special Areas.

LAB OFFICES MOVE

... To New Edmonton Location

The Local Authorities Board moved away from the Municipal Affairs Building on December 15th. Their offices are now located at Room 101 of the Revillon Building, 10201 - 104 Street, Edmonton. Telephone numbers remain the same:--

C. G. Macgregor, Chairman - 424-3530
Ian Morris, Member - 424-1245
A. Wetter, Member - 424-1245
W. C. Elliott, Secretary - 424-3384
General Office - 424-1098

TWENTY-TWO RESOLUTIONS

(from page 3)

times of the Calgary Eye-Opener's Bob Edwards.
Mrs. Smith

Mrs. Matilda Smith was presented with a beautiful bouquet of roses by Mrs. Cliff Doan on behalf of all members of the Association. Mrs. Smith will be retiring at the end of February after 17 years of service as a secretary-treasurer and purchasing agent for the Association. Mrs. Smith told delegates that although her work through the years had been demanding, she had found it most rewarding. "But above all, it will be the many fine people in the association who I will miss far more than the work" said Mrs. Smith.

Ladies

Mrs. C. R. Wood of Stony Plain enthralled her listeners when she told a gathering of over 500 ladies of the great women in Alberta and their footprints in our sands of time.

Among the ladies present was Mrs. E. Cammaert of Rockyford who has been attending these conventions for 31 years. Decorative vases and ashtrays made by Mrs. Ralph Brown added much to one of the happy afternoon tea parties.

1968 Convention

The executive were asked to arrange the 1968 convention for Calgary and the Diamond Jubilee convention in Edmonton in 1969.

Paving Rural Roads

Ten staff members of the Department of Highways joined delegates on Friday morning. Highways Minister Gordon Taylor said the proposed grid road program would provide a province-wide (to p. 8)

QUESTIONS AND ANSWERS ON
THE PROPOSED MUNICIPAL ACT

(as heard at the Municipal Conventions)

- Q: How will a Reeve be elected?
A: In the same manner as today - selected by the council from among their own number.
- Q: Will a cash deposit be required of candidates?
A: According to local by-law - not to exceed \$100 in Cities or \$25 in any other municipality.
- Q: What about annual meetings? Will they be required?
A: Yes, annual meetings will continue to be mandatory in rural municipalities, towns and villages, optional in cities.
- Q: What about swearing-in of voters?
A: With registration, no. With enumeration, voters may be sworn in at one or two central polling places, at the municipality's option.
- Q: When may the new Act come into effect?
A: Hopefully, in 1968, - with its election provisions phased so that by 1971 every municipality will participate in the first of general 3-year municipal elections. i.e. perhaps phased as follows:
(a) 1967 candidates elected for 3-year terms to 1970
(b) 1968 candidates elected for 3-year terms to 1971
(c) 1969 candidates elected for 2-year terms to 1971
(d) 1970 candidates elected for 1-year terms to 1971
(e) 1971 candidates elected for 3-year terms to 1974
- Q: What will be Indian rights in a municipality and/or municipal elections?
A: A native Indian Reserve is not an integral part of the municipality although it may appear within the boundaries. Hence there will be specific provision that an Indian living on the reserve has no municipal rights including no municipal vote and he may not be a candidate for municipal office.
- Q: When will a newly elected council take office?
A: The council will take office at its first meeting which must be held not more than six weeks from nomination day.
- Q: Can you describe the mechanics of voter registration? Will there be a voters list? What about voluntary registration?
A: We have dropped the idea that there will be no voters list. Our meetings with municipal officials have established that a voters list is necessary. The municipality will decide how to establish and maintain the municipal voter's list. It may be assembled and maintained by enumeration, registration or a combination of both. One method, employed by the City of Lethbridge, retains a name on the voters list for one election following last use of the vote. If the elector fails to vote in any election his name is taken off the list and he must re-register in order to restore his eligibility.
- Q: May a resident of a town or village seek election on county council?
A: No.
- Q: Will voting be by Division in a rural municipality and must a councillor be a resident of his division?
A: Yes, voting will be by division and the candidate for council must have been a resident in the division for at least six months. ●

TWENTY-TWO RESOLUTIONS

(from page 7)

paved secondary highways in rural areas and could cost \$410,000,000 over 25 years. It would include 9,240 miles of rural roads presently under local authorities. Over 1500 miles of this should be taken into the primary highway networks leaving about 7,700 miles to be improved to secondary highway standard as part of the rural grid system. The cost in the first year would be \$16,000,000.

Mr. Taylor said the government would like to start the program in 1968. However, before the program could go ahead it would need approval by both the legislature and local authorities at a time when all costs are being trimmed.

Twenty-two Resolutions Passed
Twenty-eight resolutions were considered and twenty-two were passed.

A sales tax proposal was decisively defeated.

Property Qualification
Only one approved resolution dealt with the proposed new municipal Act. It asked that a property qualification be retained for a councillor or a reeve.

Communal Property Act
Another resolution of widespread interest among delegates dealt with matters affecting the Communal Property Act. It asks that no

more permissions be granted for new Hutterite colonies until all the future implications of the effect of communal ownership have been thoroughly investigated by a competent commission with representation from their Association.

Speaking after the convention, Director George Whitehead of Claresholm explained that it is also the intention of the Association to ask that a representative from their organization be named as a member of the Communal Property Control Board which recommends for or against applications to establish new Hutterite colonies.

Councillor's Fees

Two resolutions are designed to be forwarded to the Federal Government through the Western Union of Municipalities. They ask for a joint federal-provincial study on weed control in Indian Reserves and for Councillors fees to be exempt from Income Tax as are the fees of MP's and MLA's.

Other resolutions called for:

- Homeowner tax discount cheques to be forwarded direct to the homeowner when his taxes have been paid in full.
- Mileage assistance to a veterinarian answering calls over 25 miles away.
- Bridge approach installations to be adjusted to reduce erosion.
- A provincial policy of assistance to farmers retaining or restoring tree cover.
- 80% and 50% respectively in provincial assistance for the salary of a Fieldman and Assistant Fieldman.
- A minimum fine of \$50 on hunters, fishermen and other persons trespassing on private property.
- Authority for a municipality to control development through a zoning by-law and the right of a development appeal board to decide issues of appeal.
- An extension of crop insurance to include rape seed and flax crops.
- A farmer's option of collecting all-risk crop insurance payments after the first day of his next income tax year.
- An increase in rental charges on crown land leases in many areas with a proviso that some of the revenue be turned over to the municipality for provision of municipal services.
- A study of water level variation on a number of lakes such as Gull Lake and then action to stabilize the levels.
- Extending further protection to a municipality by requiring a plaintiff to prove that a municipality knew a road sign was removed or defaced and then did not restore, repair or replace it within a reasonable time. ●

COMING EVENTS

January

29. Edmonton District MD's and
Counties Quarterly Meeting Edmonton

February

7-8-9 EMO Municipal Conference Red Deer
15. Opening of First Session
16th Alberta Legislature Edmonton

May

16-17-18 Appraisal Institute of Canada
31st National Conference Quebec City
19-20-21-22 . . . International Institute of Municipal Clerks
Annual Conference. Miami Beach, Florida

June

2-3-4-5-6 Municipal Finance Officers Association
of the United States and Canada
62nd Annual Conference
. New Orleans, Louisiana
4-5-6 Canadian Federation of Mayors
and Municipalities Annual Conference
. Edmonton
Late June Peace River District MD and Counties
Association Annual Meeting Falher

July


3-4-5 Canadian Public Relations Society
National Conference. Calgary

October

29-30-31-Nov.1. AUMA Annual Convention Lethbridge

November

3-4-5-6 ASTA Annual Convention Calgary
13-14-15 Alberta Hospital Association
Annual Convention. Edmonton



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